Turnitin is a web-based teaching tool used at Unisa to prevent plagiarism by checking documents for originality.

Please remember that you have to conform to the UNISA plagiarism policy and regulations (available on the *my*Unisa home page). Unisa has a zero tolerance for plagiarism.

# Turnitin Quick Start Guide
# for registered UNISA postgraduate students

*Note 1:* *You must have access to a PC with an internet connection, no programme installation is required.  You may use Mozilla Firefox, Google Chrome, Safari or Internet Explorer.*

*Note 2:* *You must have an active Unisa myLife email account.  Your Turnitin access is linked to your myLife email address and that is where Turnitin will send all correspondence.*

All registered Unisa Masters & Doctoral students are **automatically enrolled** in formal Unisa Turnitin classes.  Selected Unisa Honours' modules also make use of Turnitin.

When you are enrolled for your first class in Turnitin, you will receive an email directly from Turnitin with a link to create your password for Turnitin.  Use the same password that you are using for your myLife email account.

If your Turnitin profile is already active, and you are enrolled into a new class, you will also receive an email from Turnitin directly with a link to access the new class.
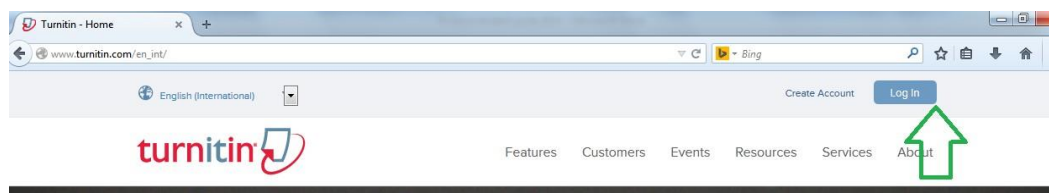
Should you have an active profile, but forgot your password, go to the Turnitin website's login page and click on 'Forgot your password?' then follow the onscreen instructions.

## Step 1:  Login to Turnitin

Go to Turnitin with your web browser:  http://www.turnitin.com
Click on the Login button in the top right corner of the screen
See example below:



Complete your username and password on the next page.

If you are logging in for the first time, you need to complete your user profile next.
See example below:



Continue to the next page and read through the Turnitin User Agreement then click on
"I Agree" to proceed to your personal Turnitin Homepage.

*Note:*  *Once you have set up your user profile, you can access Turnitin repeatedly using your myLife e-mail address and your selected Turnitin password.*

If you experience difficulties with registering and getting started with Turnitin, please direct an email explaining your difficulties to Turnitin@unisa.ac.za.

## Step 2: Classes and assignments

Your student homepage will open next with a list of the classes you are enrolled in.
Click on the relevant class name itself to open your class homepage.
In the example below, the class name is MASTERS:



The class homepage will list your assignments.  In the example below, the assignments are Proposal, Chapter 1, Chapter 2, and Chapter 3:



*Note*:  *Do not confuse Turnitin DUE dates set here with the formal assignment due dates required by myUnisa*

## Step 3:  Submit documents to Turnitin

To submit your document, click the "Submit" button next to the relevant assignment.  See example below:

**Assignment Inbox: MASTERS**

| | Info | Dates | Similarity | |
|---|---|---|---|---|
| PROPOSAL | ⓘ | Start **18-Jul-2014**  9:20AM<br>Due **31-Aug-2015** 11:59PM<br>Post **03-Sep-2015** 12:00AM | | Submit  View  ⬇ |
| Chapter 1 | ⓘ | Start **18-Jul-2014**  9:42AM<br>Due **31-Aug-2014** 11:59PM<br>Post **06-Sep-2014** 12:00AM | | Submit  View  ⬇ |

> *Note:  UNISA requires you to submit your document in MS Word format.  You may also submit an electronically created PDF document (but not a scanned PDF).*

A new page will open and you are required to make a "single file upload".  Enter the title of your submission next and click on "choose from this computer" to select the file you want to submit.  See example below:

**turnitin**

| Class Portfolio | My Grades | Discussion | Calendar |

NOW VIEWING: HOME > STUDENT SUBMISSIONS FOR 2018: ECS4864

Submit: Single File Upload ▾

*You need to submit a single file in either MSWord or PDF format*

STEP ● ○ ○

First name
Naomi

Last name
Van der Walt

Submission title

*Give your submission a title for example ASSIGNMENT 1 DRAFT*

What can I submit?

Choose the file you want to upload to Turnitin:

Choose from this computer

*Click CHOOSE FROM THIS COMPUTER to locate your file for this submission*

Choose from Dropbox

Choose from Google Drive

**Very important:  UNISA Turnitin submissions are 'all inclusive', which means that every submitted document needs to include a title page (with your name and student number), as well as a bibliography (reference list).  The title page protects your submission as being your upload and the bibliography serves as confirmation of the research content within your document.  We cannot protect your submissions without it.**

Locate the document on your computer, select it, return to the Turnitin window and click on "Upload" to continue.
See example below:

Submit: Single File Upload ▾                                          STEP ● ○ ○

First name
Naomi

Last name
Van der Walt

Submission title
Assignment 1 Draft

What can I submit?

The file you selected will be displayed here

If you selected the wrong file, CLEAR the file and choose the correct one

TRAINING DOCUMENT EXAMPLE.docx                              Clear file

We take your privacy very seriously. We do not share your details for marketing purposes with any external companies. Your information may be shared with our third party partners ONLY so that we may offer our service.

Upload    Cancel    Click UPLOAD to continue

*Very important:  Submissions are permanently stored in Turnitin!!*

As a precaution, before finally submitting your document, Turnitin will let you preview your submission before accepting the file.
See example below:

Submit: Single File Upload                                          STEP ● ● ○

Please confirm that this is the file you would like to submit...

Author:
Naomi Van der Walt

Assignment title:
Assignment 1/DRAFT

Submission title:
Assignment 1 Draft

File name:
TRAINING DOCUMENT EXAMPLE.docx

File size:
59.17K

Page count:
25

Word count:
7692

Character count:
41358

« Page 1 »

We take your privacy very seriously. We do not share your details for marketing purposes with any external companies. Your information may be shared with your third party partners ONLY so that we may offer our service.

Confirm    Cancel

Once you are sure you selected the correct document, click "Confirm" to submit your document to Turnitin for originality checking.

Turnitin will confirm the success of the upload. Please take note of the "Submission ID".
See example below:



*Note: Turnitin also sends you a digital receipt to your myLife email address.*

You may now return to your class portfolio page by clicking "Return to assignment list".

Once back on your class homepage, wait for a while and refresh your page (press F5 on your keyboard) and you will see your Similarity Index result (%).
See example below:



***Note***: *The Originality Report is compiled online for both student and supervisor within 24 hours after submission. The duration will depend on network connections.*

## Step 4:  Open Turnitin originality reports

The document you submit to Turnitin will be compared against millions of internet webpages, published books and articles, as well as previously submitted documents saved in the Turnitin repositories.  The comparison document is called an Originality Report.

<mark>*Note: The percentage shown on the Originality Report is an indication of NON-ORIGINALITY and is by no means a percentage of "plagiarism". The report itself renders the percentage as a Similarity Index only!*</mark>

- The Originality Report provides a summary of matching text found in the submitted document.
- The Originality Report also reveals the sources of matching text identified.
- The amount of matching text is indicated by an index of similarity, shown as a percentage.  The higher the percentage, the greater the amount of matching text.
- UNISA students are permitted to view the Originality Reports for their submitted documents.

Click on the percentage in the similarity column to open the originality report in a new window. See example below:



<mark>*Note: Proper interpretation of an originality report requires careful thought and discussion with your instructor/supervisor.  Ask your instructor/supervisor about conditions under which a certain % of matching text may be allowed and how such text should be referenced in your document.*</mark>

Next you need to <u>unfold the match overview</u> of the originality report.  This can now be done by clicking on the similarity index itself within the report (document viewer).  Unfolding the match overview will assist in quickly identifying an undue match.
See example below:
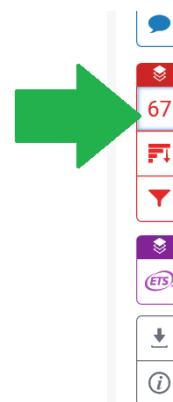
The left side of the window displays the content of your submitted document with portions of text highlighted in different colours. The column on the right displays the sources found in the Turnitin repository marked with corresponding colours to identify the matching text.



**Very important:** As a universal rule for all Unisa students, the similarity of your document to any single source has to be below 5%. *So, if the matching of any single source is 5% or more, you may wish to revise and resubmit your document to Turnitin.*

You now have a Turnitin profile and may access the programme anytime to submit your draft documents for originality checking before your final submission for assessment by your instructor/supervisor.

It is generally not necessary to rework every single highlighted portion of text. <u>Your aim should not be to reduce the similarity index, but to give your own interpretation of the research done.</u>

**Very important:** although certain percentages might be acceptable under certain conditions, *blatant plagiarism is completely unacceptable <u>regardless</u> of the overall similarity index*.

*The above means, even when your similarity index or a specific individual match percentage is very low, but blatant plagiarism is found in the document it will still be unacceptable.* <u>Do consult with your supervisor</u>.


Regards
Turnitin Team Unisa